


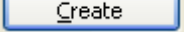
DataWarehouse Training

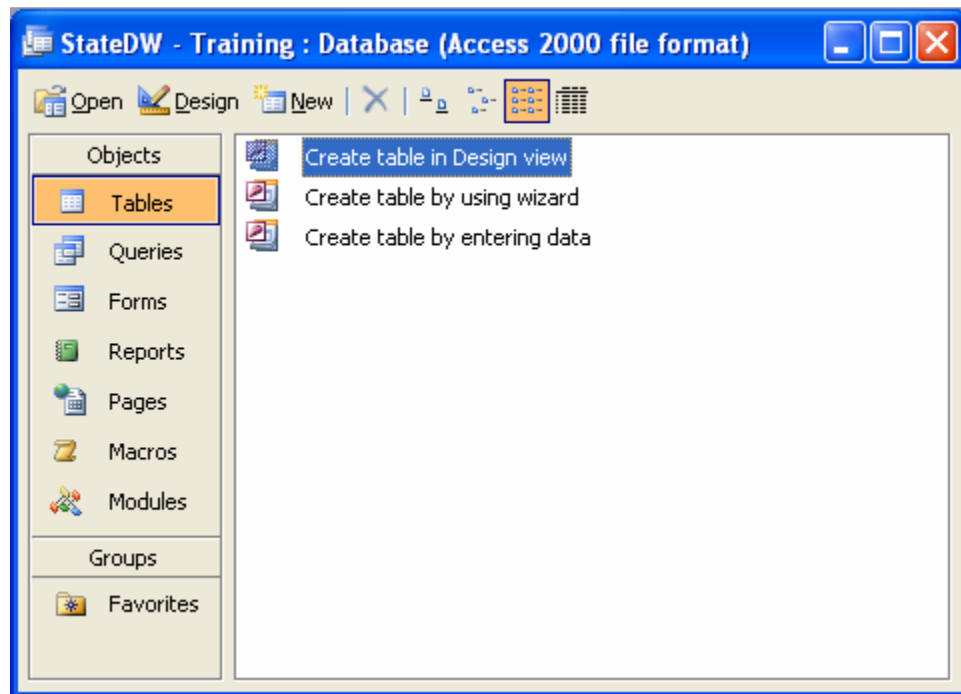
[Attaching Tables in MS Access](#)

August 2006

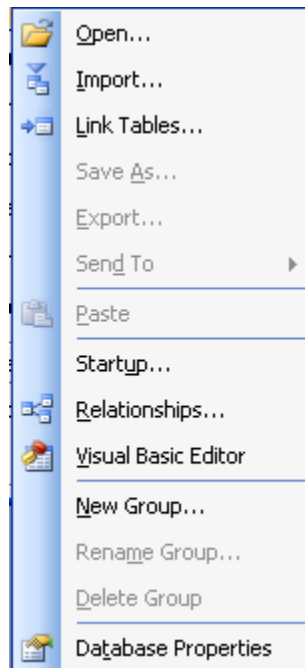
Open Microsoft Access, on the left side select  Blank database... . Next name your database (see image below) in this example “StateDW” was used.


File name:	StateDW	▼
Save as type:	Microsoft Office Access Database	▼

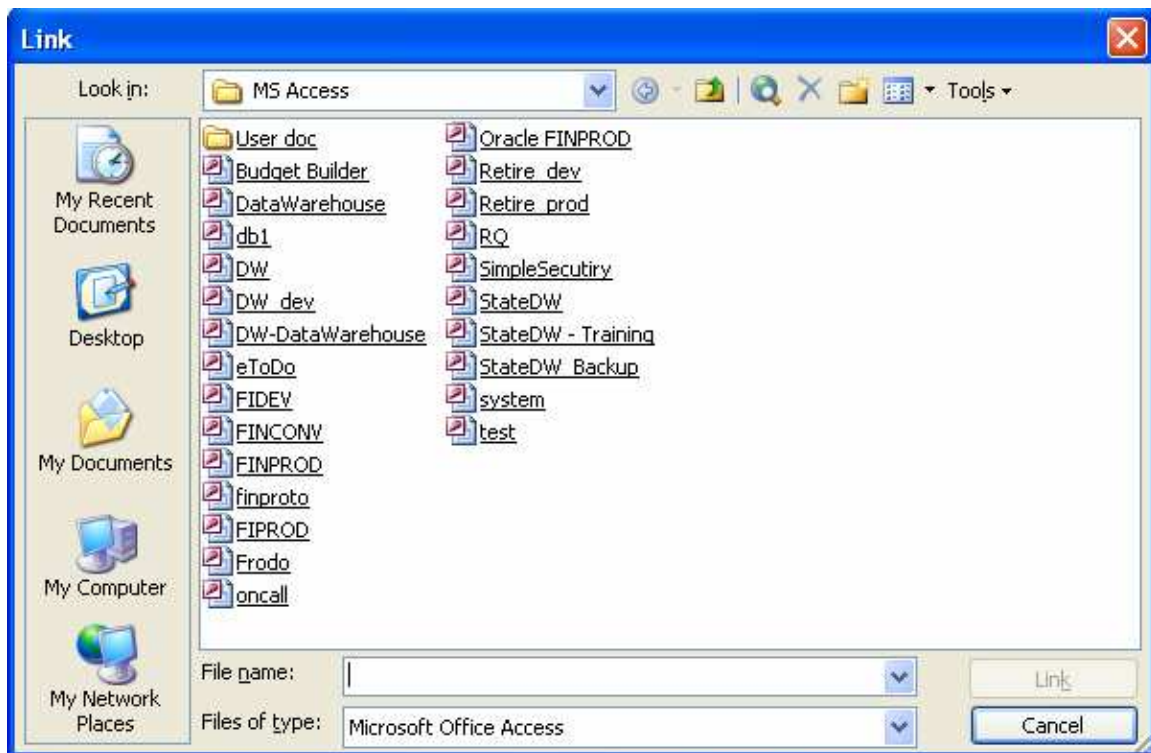
Next click on the  button, and the Database window will appear (see image below).




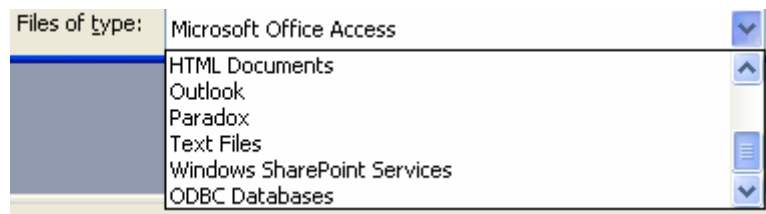
Left click on the  **Tables** tab the following menu should appear (see image below)



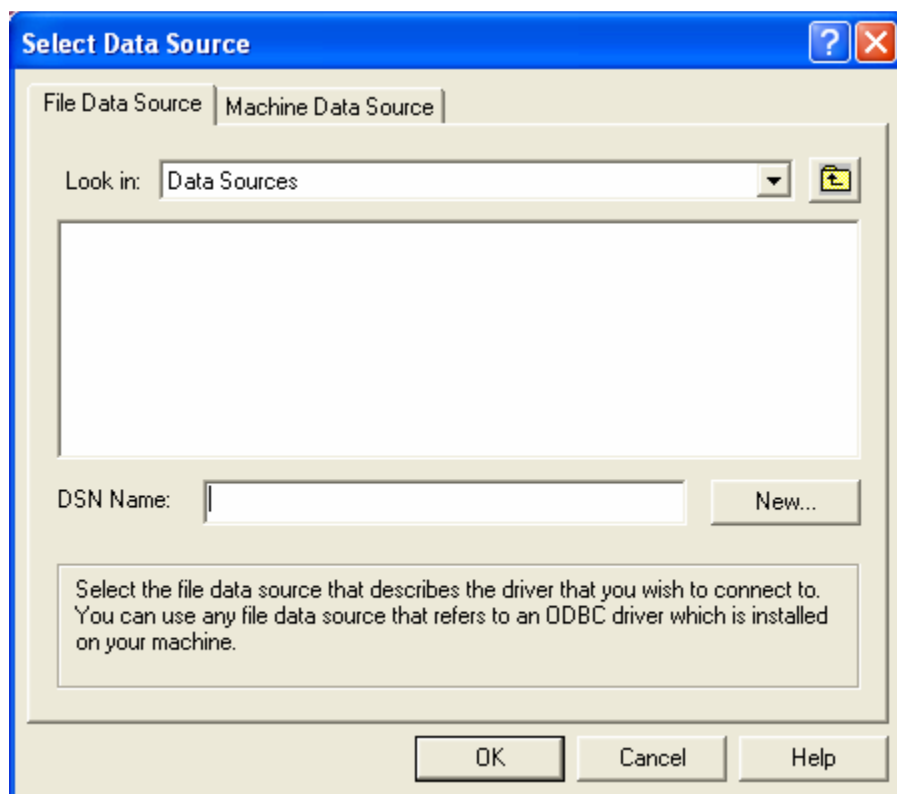
Click on the  **Link Tables...** option and the “Link” window should appear (see below)



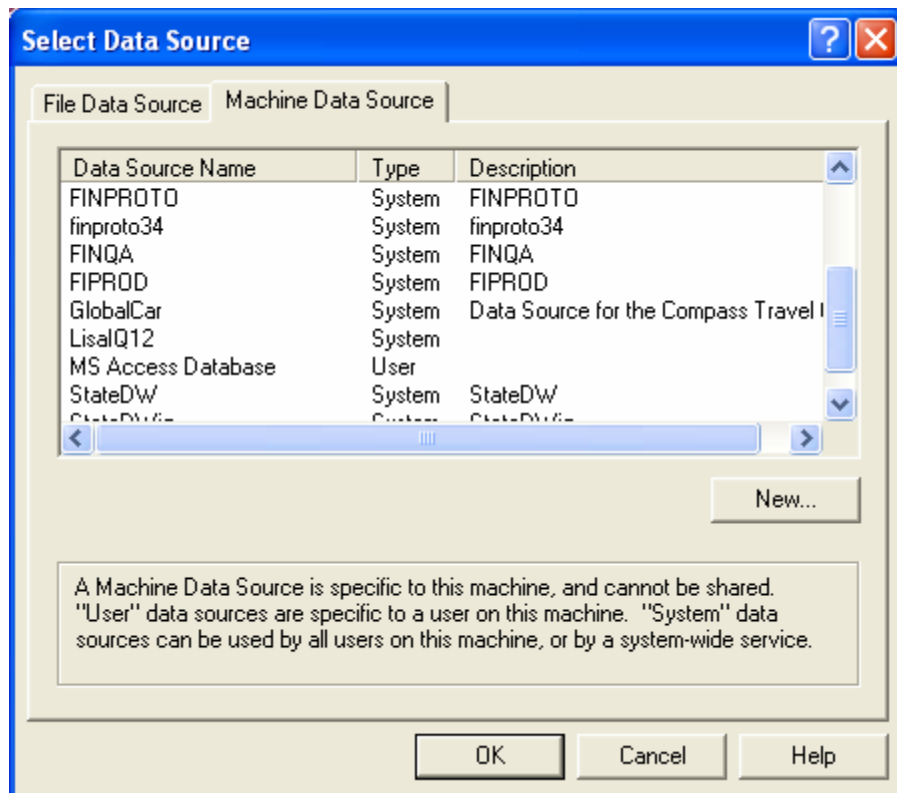
At the bottom of this window you need to click on the scroll bar  on the “Files of type:” selection (See image below).



Select type ODBC Databases and the “Select Data Source” window should be displayed (see image below)




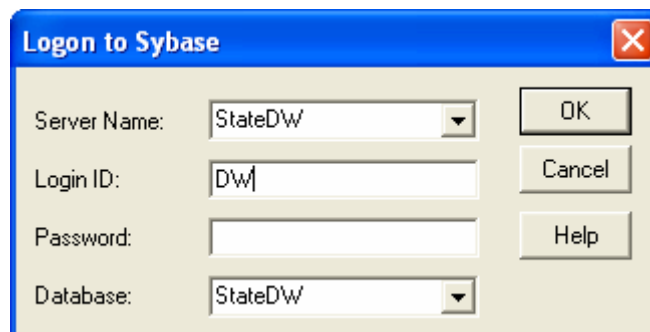
Click on the  tab.

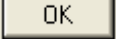


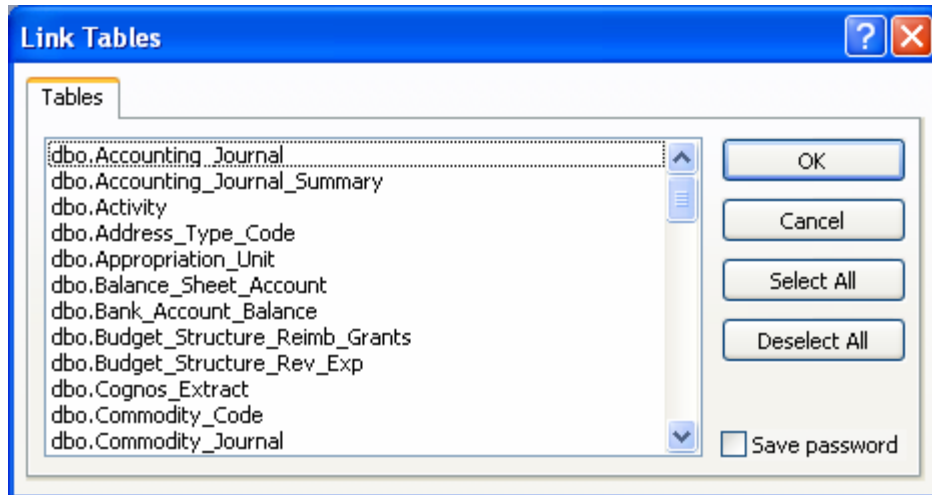
Find the Data Source Name | StateDw | System | StateDw | and select it.

NOTE: If you do not have this data source you will need to install the ODBC/Open Client connection, [click here for details](#).

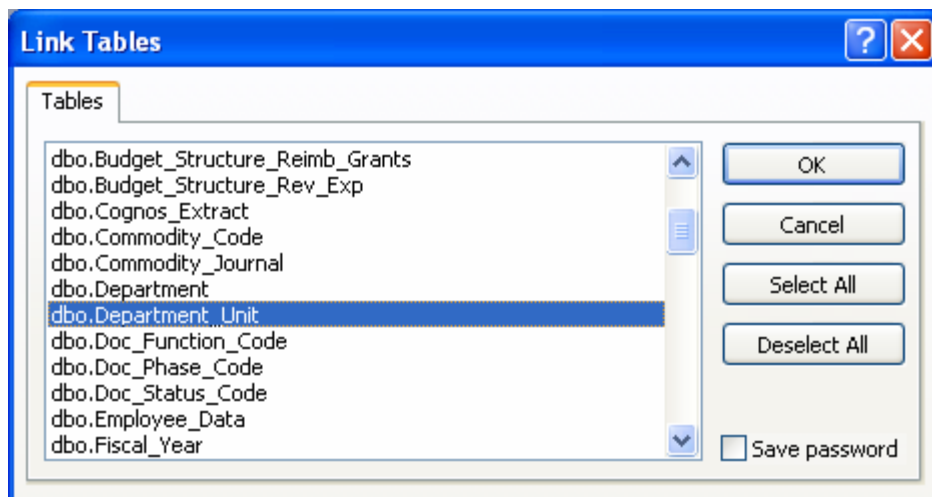
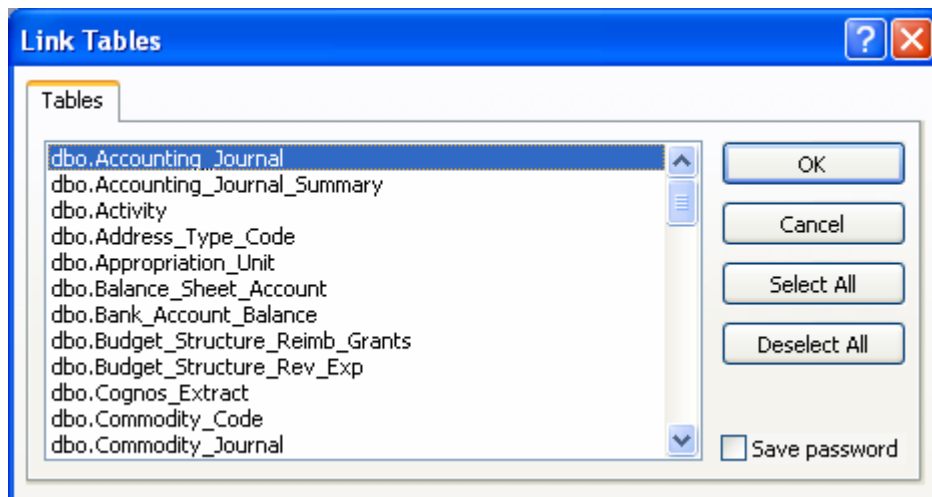
Click  and the logon window will be displayed (see image below)



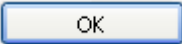
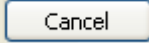
Enter the password (if you do not know the password [contact us](#)) then click . The "Link Tables" window will be displayed (see image below).

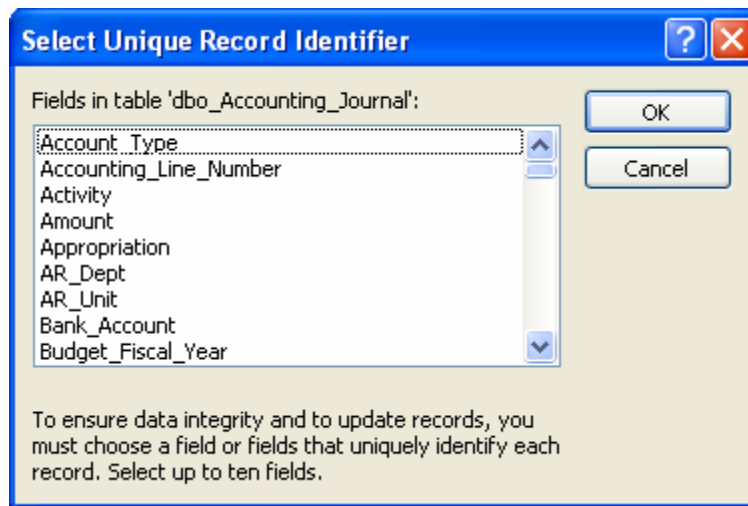


Select all the tables you would like access to (you can link more tables at any time) in the examples below we have selected the Accounting_Journal and Department_Unit tables.

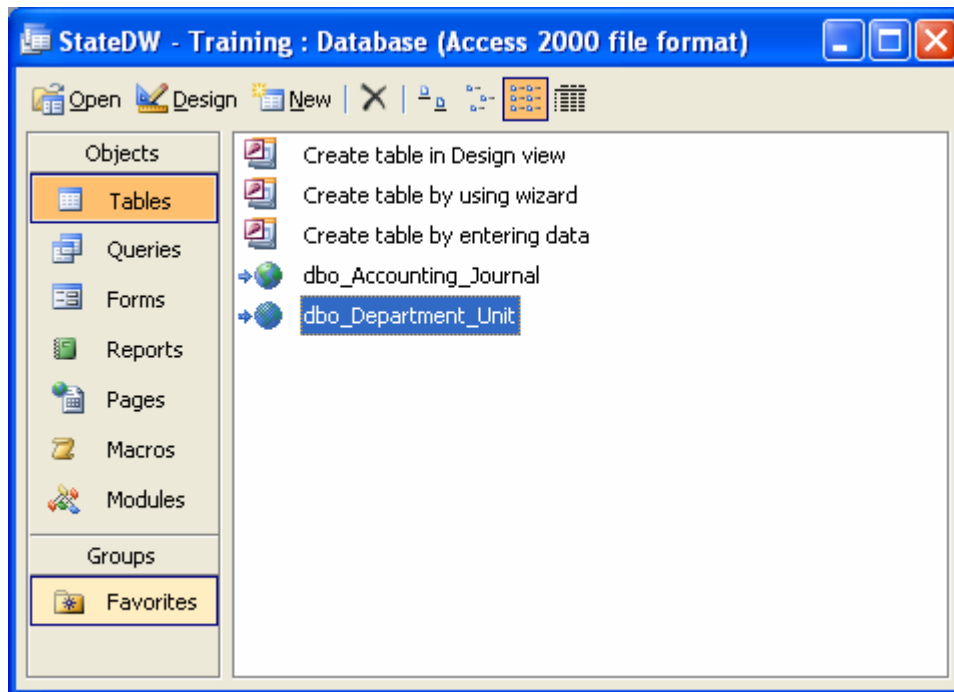


Although not required you can check the ☒ Save password box so you do not have to enter the password every time you open up this data base.

Click . For every table you selected the “Select Unique Record Identifier” window will be displayed (see image below) click on the  button for all the tables. This is not required for running ad-hoc queries.



You now have StateDW data tables ready to be used in this example the Accounting_Journal and Department_Unit tables(see image below) are now present.



You should check out how to link tables in StateDW [click here for training](#).